

LINDA LINGLE  
GOVERNOR




**STATE OF HAWAII**  
**HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**  
P.O. BOX 2121  
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[www.eutf.hawaii.gov](http://www.eutf.hawaii.gov)

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**ADMINISTRATOR**  
JAMES WILLIAMS

November 25, 2009

TO: Department Heads  
Department Personnel Officers  
County Personnel Officers  
Employee Organizations

FROM: Jim Williams, Administrator 

SUBJECT: Follow Up on EUTF Revised Open Enrollment Schedule

This is to follow up on the announcement (11/24/09) of the actions of the EUTF Board of Trustees designed to: (1) give employees sufficient time to evaluate their options and submit their open enrollment forms; (2) provide EUTF staff sufficient time and additional resources to complete processing of open enrollment forms prior to the effective date of the enrollment changes; and (3) set the record straight for EUTF employee-beneficiaries and the public.

The EUTF has scheduled four (4) additional benefit fairs (see schedule below) to assist employees.

To help communicate the revised schedule to employees a "Notice to Employees" is attached. The EUTF would appreciate your assistance in disseminating this notice (either electronically or by hard copy) to employees.

On behalf of the EUTF, thank you for your continued cooperation and support.

December 2009 Benefit Fair Schedule for Active Employees			
Date	Location	Room	Time
Dec. 1	Maui	Kahului Community Center	10:00 – 11:30, 1:00 - 2:30
Dec. 2	Windward Community College	Akoakoa 103 & 105	10:00 – 11:30, 1:00 - 2:30
Dec. 3	Hawaii	Waimea Community Center	10:00 – 11:30, 1:00 - 2:30
Dec. 4	State Capitol Auditorium	Auditorium	10:00 – 11:30, 1:00 - 2:30

**OAHU**

Windward Community College  
45-720 Keaahala Road  
Kaneohe, HI 96744

**MAUI**

Kahului Community Center  
275 Uhu Street  
Kahului, HI 96732

**HAWAII**

Waimea Community Center  
65-1260 Kawaihae Road  
Kamuela, HI 96743

State Capitol Auditorium  
415 South Beretania Street  
Honolulu, HI 96813

c: Board of Trustees